



# FUNDS COLLECTED BY A MINISTRY

## Directions

- 1) Have at least two people collect and count all funds together.
- 2) Turn into the church office all funds collected within **TWO** weeks of collecting the funds.
- 3) List below which location and ministry the funds are from.
- 4) Describe specifically why you collected the funds. Did you collect the money as an offering, as a fee for an event, because you sold something, or for some other reason?
- 5) Count and list the checks, cash and coins you are turning in with this form.
- 6) Have both people who counted the funds sign the form.
- 7) Put the funds and this report in an envelope.

These funds are for which location ?

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These funds are for which ministry ?

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Describe why the funds were collected?

Offering

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Event Fees

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Sales of

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Other

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Funds turned in with this report are:

Checks

\$ 

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Cash

\$ 

---

Coins

\$ 

---

Total Funds

\$ 

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Ministry People Who Counted the Funds

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Signature

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Date

---

Signature

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Date

Finance People Who Counted the Funds

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Signature

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Date

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Signature

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Date